



**United Nations**  
Climate Change Secretariat

Executive Secretary

**Nations Unies**  
Secrétariat sur les changements climatiques

Secrétaire exécutif

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## NOTIFICATION TO PARTIES AND OBSERVER STATES

### United Nations Climate Change Conference 6–18 November 2022 Sharm el-Sheikh, Egypt

Further to the [information note](#) dated 23 June 2022 regarding the opening of the [Online Registration System](#) (ORS) for the United Nations Climate Change Conference 2022, I am pleased to notify Parties and observer States to the Convention, the Kyoto Protocol and the Paris Agreement of the forthcoming sessions, which will take place in Sharm el-Sheikh, Egypt, at the Sharm el-Sheikh International Convention Center:

- Twenty-seventh session of the Conference of the Parties (COP 27), seventeenth session of the Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol (CMP 17); and fourth session of the Conference of the Parties serving as the meeting of the Parties to the Paris Agreement (CMA 4), from 6 to 18 November 2022;
- Fifty-seventh sessions of the Subsidiary Body for Scientific and Technological Advice (SBSTA 57) and the Subsidiary Body for Implementation (SBI 57), from 6 to 12 November 2022.

The provisional agendas for each of the sessions can be accessed via the [conference web page](#).

The opening of the conference and the first plenary meetings of the governing and subsidiary bodies will take place on Sunday, 6 November 2022.

**Distribution:** To Parties and observer States to the United Nations Framework Convention on Climate Change through their national focal points and diplomatic missions accredited to the Federal Republic of Germany and to the Arab Republic of Egypt.



I wish to further notify Parties and observer States that the dates of the preparatory meetings of the least developed countries, small island developing States, the African Group and the Group of 77 and China have been brought forward by 1 day to facilitate mandated workshops on 5 November. The revised dates of the preparatory meetings are reflected below.

- Least developed countries 30–31 October 2022
- Small island developing States 1–2 November 2022
- African Group 1–2 November 2022
- Group of 77 and China 3–4 November 2022

As indicated above, the following workshops will be convened on Saturday, 5 November:

**Pre-sessional workshop on the work programme for urgently scaling up mitigation ambition and implementation**

As mandated by the SBSTA and the SBI at their 56<sup>th</sup> sessions, the secretariat will organize, prior to CMA 4, and, under the guidance of the Chairs of the subsidiary bodies, a pre-sessional workshop on the work programme for urgently scaling up mitigation ambition and implementation. The workshop will be open to all Parties.

**Fourth workshop under the Glasgow–Sharm el-Sheikh work programme on the Global Goal on adaptation on “Communicating and reporting on adaptation priorities”**

By decision 7/CMA.3, paragraph 12, the CMA decided that four workshops should be conducted per year, with the support of the secretariat and under the guidance of the Chairs of the subsidiary bodies, under the Glasgow–Sharm el-Sheikh work programme, two of which would be in conjunction with sessions of the subsidiary bodies. SB 56 took note of the sequence and themes of the workshops under the work programme outlined in the compilation and synthesis of submissions on the Glasgow–Sharm el-Sheikh work programme. The fourth workshop for 2022 on “Communicating and reporting on adaptation priorities”, is open to all Parties and observers.

Updated information on the workshops will be communicated in due course and/or made available on the conference web page.

Three annexes are attached to this notification:

- Annex I provides information on the credentials of Parties to the Convention, the Kyoto Protocol and the Paris Agreement for the sessions;
- Annex II provides preliminary information on the Sharm el-Sheikh Climate Implementation Summit (SCIS) and high-level segment of the conference;
- Annex III provides general information for participants.



An additional communication on the opening of the conference, participation of Heads of State and Government, high-level events and respective protocol arrangements, including for the high-level segment, will be issued in a follow-up message.

In order to provide a safe and healthy environment for all conference participants and the local population, the secretariat and the Government of Egypt **strongly recommend that all participants are fully vaccinated against COVID-19 prior to attending the conference.**

The ORS will remain open for registration until the end of the conference. Online registration is the only official channel for nominating participants for the sessions. The secretariat cannot process nominations sent by any other method. Please ensure that accurate information is provided in the ORS for **each delegate**. The [user manual](#) for the ORS contains helpful information and guidelines on how to use the system. Requests for technical support can be submitted via the [ORS Support Form](#).

In accordance with decision 23/CP.18, and with a view to promoting gender balance and improving the participation of women in UNFCCC negotiations, the nomination of women delegates to attend the conference is kindly encouraged. Additionally, in accordance with decisions 1/CP.26 and 1/CMA.3, and with a view to promoting youth participation in relevant climate processes at the national and international level, the nomination of youth delegates is also kindly encouraged.

Information on preparations and logistical arrangements can be found on the host country's [COP 27 website](#) and on the UNFCCC [information for COP 27 participants web page](#). The pages will be updated regularly as information becomes available. Any additional information, including on COVID-19 related security measures and other key information for participants, will be communicated and posted on the UNFCCC website as necessary.

Yours sincerely,

*(Signed by)*

Simon Stiell



## Annex I

### **Credentials of Parties to the Convention, the Kyoto Protocol and the Paris Agreement**

In accordance with rule 19 of the draft rules of procedure being applied, the credentials of representatives of Parties, as well as the names of alternate representatives and advisers, shall be submitted to the secretariat no later than 24 hours after the opening of **COP 27, CMP 17 and CMA 4**. Any later change in the composition of the delegation shall be communicated to the secretariat as early as possible.

The credentials must be issued by the Head of State or Government, by the Minister of Foreign Affairs or, in the case of a regional economic integration organization, by a competent authority of that organization. They should indicate the date and place where the instrument was issued, be signed by the competent authority and indicate the title of the signatory. In the case of a person acting ad interim as the Head of State or Government or as the minister of foreign affairs, the title must indicate that the person is exercising such powers ad interim. In this respect, the secretariat will accept the following formulations: Acting President, Acting Prime Minister, Acting Minister of Foreign Affairs, President ad interim, Prime Minister ad interim and Minister of Foreign Affairs ad interim.

The secretariat wishes to remind Parties that, in accordance with decisions **17/CP.9, 36/CMP.1** and **2/CMA.1**, only one set of credentials is necessary to cover the participation of Parties in **COP 27, CMP 17 and CMA 4**.

**Original credentials**, duly signed as indicated above and written in one of the six official languages of the United Nations,<sup>1</sup> **should be deposited** during **COP 27, CMP 17 and CMA 4 at the External Relations counter, located at the Information Desk in the conference venue**. To ensure proper handling and delivery to the repository, no other office or authority of the secretariat or the host country has been designated to receive credentials.

To acknowledge receipt of credentials, the badge of the delegate delivering the credentials will be scanned as confirmation of receipt of the document. A list of valid credentials will be posted on the [UNFCCC COP 27 web page](#). The secretariat strongly recommends that Parties verify that their credentials have been listed on the official web page of the secretariat. In the event that they are not listed 48 hours following the deposit of credentials, the External Relations Office of the UNFCCC should be contacted. In accordance with rule 20 of the draft rules of procedure being applied, the Bureau will examine the credentials and submit its report to the COP.

**Information concerning the appointment of representatives participating in the sessions that is communicated by fax, email, letter or note verbale from a ministry, embassy, permanent mission to the United Nations or other participating government office or authority or through a local United Nations office will not be considered as a credential.**

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<sup>1</sup> Credentials may be submitted in Arabic, Chinese, English, French, Russian or Spanish. To facilitate the examination of credentials, a courtesy translation into English would be appreciated if the credentials have been executed in another language.



## Annex II

### **The Sharm el-Sheikh Climate Implementation Summit and High-level segment of the conference**

The President of Egypt, His Excellency Mr. Abdel Fattah El-Sisi, has invited Heads of State and Government to participate in the Sharm el-Sheikh Climate Implementation Summit (SCIS) scheduled for Monday, 7 and Tuesday, 8 November 2022.

The programme of events for the participation of Heads of State and Government on 7 and 8 November will include an official opening ceremony, round tables and high-level side events and delivery of national statements. More information on the arrangements for the participation of and relevant plans for Heads of State and Government on these days will be provided in due course.

The first part of the high-level segment for delivery of national statements by Heads of State and Government will take place from 7 to 8 November during the Summit. For those Parties whose Head of State or Government is not present or does not deliver a national statement at the first part, the resumed high-level segment will take place from 15 to 16 November.

There will be one list of speakers for Parties to the Convention, the Kyoto Protocol and the Paris Agreement. Parties will have only one opportunity to deliver a national statement at the joint plenary meetings of the COP, the CMP and the CMA, to be held during the first and resumed parts of the high-level segment.

[Registrations for the list of speakers](#) for COP 27 will be received through the ORS. Parties are requested to note that under the tab “My delegation”, a new action button – “High-Level Segment speakers” - will appear. The functionality in the ORS for nominating speakers to the high-level segment will be open between 09:00 Central European Summer Time (CEST) on Wednesday, 14 September, and Friday, 21 October midnight (CEST). Regrettably the secretariat will not be in a position to reopen the system after that date or to accept registrations sent by any other method. Please note that, to register for the high-level segment, speakers must be included in the Party delegation in the ORS. Therefore, Parties are reminded to register their speakers in the ORS.

For questions regarding the high-level segment, please contact the External Relations unit of the secretariat at [copprotocol@unfccc.int](mailto:copprotocol@unfccc.int).

Information on the modalities for the delivery of national statements will be communicated in due course.



Annex III

**Information for participants**

<b>Official documents</b>	Please consult the UNFCCC website at <a href="https://unfccc.int/">https://unfccc.int/</a> for all available documents.
<b>Overview of the sessional period</b>	A preliminary overview of the sessional period will be made available at <a href="https://unfccc.int/cop27">https://unfccc.int/cop27</a> in due course and will be updated periodically.
<b>Visas</b>	Information on visas is available at <a href="https://www.cop27.eg/#/trip-planning/visa/apply">https://www.cop27.eg/#/trip-planning/visa/apply</a> . <a href="#">The registration acknowledgment letter emailed to all confirmed participants serves as the visa support letter.</a>
<b>Accommodation</b>	Please visit <a href="https://www.cop27.eg/planning.html#hotels">https://www.cop27.eg/planning.html#hotels</a> for more information.
<b>Online nominations and registration</b>	The ORS is open for Parties and observer States to nominate their representatives and will remain open for registration until the end of the conference. Online registration is the only official channel for nominating participants for the sessions. Please confirm your delegation as soon as possible and well before the sessions.
<b>Registration at the conference venue</b>	<ul style="list-style-type: none"><li>• All formalities regarding registration, including issuance of badges to duly nominated participants to attend the sessions, are free of charge.</li><li>• Upon arrival at the venue (at the earliest on Sunday, 30 October 2022), participants will be requested to proceed to the registration desk to collect their badge for access to the conference premises.</li><li>• For up-to-date information on dates and times for registration at the conference venue, please consult the <a href="#">information for participants</a>.</li><li>• The acknowledgment letter for participants' nomination, available upon confirmation in the ORS, and a valid passport or a nationally approved identification card should be presented to the registration staff for the issuance of the badge.</li><li>• Early registration – before Sunday, 6 November 2022 – is highly recommended to avoid delays on the first day of the conference.</li></ul> <p>Multiple registrations for the conference are not permitted (i.e. registration as an observer organization representative and a Party or State representative and/or a press/media representative).</p>
<b>Access to the conference premises for the preparatory meetings</b>	Access to the premises for preparatory meetings will be granted only to participants confirmed in the ORS. Parties should nominate and confirm their delegations attending preparatory meetings in the ORS as soon as possible and before the start of the meetings to avoid any problems with attending the meetings. Participants in meetings held in the conference premises prior to the opening of the sessions other than those holding preparatory meetings will also have limited access to the conference premises.
<b>Access to the conference premises</b>	Full access to the conference premises will be granted only as of Sunday, 6 November.
<b>Conference facilities and services</b>	Conference facilities and services are available from 8 a.m. to 8 p.m. for the duration of the conference.



<b>Badges</b>	<p>An official UNFCCC conference badge is required to gain access to the premises. Badges are issued at the registration counter only on the basis of prior confirmation in the ORS. For security reasons, all participants are requested to wear their badges visibly at all times.</p>
<b>Side events and exhibits</b>	<p>As communicated on 19 May 2022, the application period for side events and exhibits was from Tuesday, 21 June 2022, to Friday, 24 June 2022. Owing to the high level of interest in COP 27, the secretariat received a large number of applications for side events and exhibits, which exceeded the number of available slots. Therefore, no further applications will be accepted. However, a <a href="#">waiting list</a> has been prepared in case of cancellations. There are <a href="#">eligibility and selection criteria</a>.</p> <p>Both side events and exhibits will be held in person on site. Information on virtual participation in side events will be communicated on <a href="#">the relevant web page</a> in due course.</p> <p>Side events will be held from Wednesday, 9 November, to Saturday, 12 November, and from Monday, 14 November, to Thursday, 17 November. There will be no side events on Sunday, 6 November, Monday, 7 November, Tuesday, 8 November, Sunday, 13 November, or Friday, 18 November.</p> <p>Organizers, speakers, interpreters, participants and technical staff for side events and exhibits must be registered as representatives of Parties or admitted observer organizations for the sessions to ensure that they can access side events and exhibits. Information for side event organizers and exhibitors will be made available on the <a href="#">home page of the Side Events and Exhibits Online Registration System</a> as soon as the selection is finalized. Information for attendees will be published on <a href="#">the relevant web page</a> in due course.</p>
<b>COVID-19 vaccination and regulations</b>	<p>Participants are very strongly urged to get vaccinated against COVID-19 prior to attending the conference. Participants will be required to fully comply with and adhere to COVID-19 health and safety regulations as mandated by the host country and the United Nations. The Government of Egypt has implemented the necessary COVID-19 measures for COP 27 and the COVID-19 situation will be kept under review in the lead-up to and during the conference. Appropriate measures will be put in place and announced, as required.</p>
<b>Press briefings</b>	<p>Parties and observer States wishing to hold press/media briefings during the sessions should inform the secretariat in advance of their intention to hold such briefings. This will facilitate adequate logistical and technical arrangements. Requests should be addressed directly to the UNFCCC Press Office by email to <a href="mailto:pressconf@unfccc.int">pressconf@unfccc.int</a>. Further requests for information on press conferences can also be sent to this email.</p>
<b>List of participants</b>	<p>The list of participants will reflect information as provided in the ORS during the registration process.</p>
<b>Code of conduct</b>	<p><b>Participation in UNFCCC sessions is governed by the relevant guidelines and policies, including the <a href="#">code of conduct</a>.</b> Parties and observer States agree to ensure compliance with such guidelines and policies upon nomination in the ORS. Individual participants agree to comply upon registering at the conference venue.</p> <p>UNFCCC events are guided by the highest ethical and professional standards, and all participants are expected to behave with integrity and respect towards all participants attending or involved with any UNFCCC event. The code of conduct defines prohibited conduct, provides examples of such conduct and outlines the process of submitting and addressing complaints.</p>





<p><b>Use of cameras and audio/video recording devices</b></p>	<p>The taking of still photographs and making of audio or video recordings within a United Nations designated conference venue or an online conference platform are subject to <a href="#">guidelines</a> and any other guidance or instructions deemed relevant by the secretariat or United Nations Security.</p> <p>Photographs may be taken, and video and audio recordings made by participants within the United Nations designated conference venue’s public areas, such as lobbies and corridors, and meeting rooms (except during open and closed official meetings) provided that such activities do not disrupt the activities or movements of participants or the security provisions of that area. Permission of those who will be recorded should be sought.</p> <p>The making of audio and video recordings during open and closed official meetings and in designated high-security zones is not permitted. The secretariat provides full audio and video recordings for all official open plenary meetings in audio format and webcast on the Internet. All webcast recordings are made available on the UNFCCC website.</p>
<p><b>Electronic dissemination of information</b></p>	<p>The Daily Programme for the conference will be made available in electronic format only. A PDF version will be made available each morning on the UNFCCC conference web page.</p> <p>Daily updates on the negotiations will be disseminated in electronic format. To facilitate access, the secretariat will include weblinks to these updates in the Daily Programme.</p> <p>Side event schedules will be announced on the UNFCCC website and the CCTV screens. Information on outside events may also be posted on the UNFCCC website.</p> <p>The secretariat strongly encourages material to be disseminated electronically only.</p>
<p><b>Disclaimer</b></p>	<p><b>Participants are strongly encouraged to obtain comprehensive international medical insurance for their period of participation.</b> The United Nations and the UNFCCC secretariat disclaim all responsibility for medical, accident and travel insurance, for compensation for death or disability, for loss of or damage to personal property and for any other costs or losses that may be incurred during travel time or the period of participation.</p> <p>Additionally, participants are personally responsible for any and all materials that they bring onto the conference premises. The United Nations and the UNFCCC secretariat disclaim all liability and responsibility for the loss, destruction or theft of any such materials.</p> <p><b>In the interest of the security and safety of all participants and the smooth running of the conference, the UNFCCC secretariat reserves the right to deny and/or restrict access to the conference premises or to request registered participants to leave the premises.</b> The UNFCCC secretariat shall not be responsible for any or all expenses incurred by nominated participants who are requested to leave the premises or are refused registration or access to the conference for which they have been nominated and/or registered as participants.</p>